

BREAKDOWN OF WHAT DOCUMENTS COME TO IDOA PROCUREMENT AND AT WHAT POINT TO STOP IN THE E-PROCUREMENT/PS PROCESS:

NOTES: **Entry into the system may be different if you are using accounts payable and general ledger (full financials). Please discuss those requirements with your agency Procurement Agent.**

First, I would like to advise of what the streamlining delegation to pay via claim voucher is for each level of delegation. There seems to be confusion regarding this.

Agency Streamlining Delegation up to \$25,000 (majority of agencies) pay via CV up to \$5000.
Agency Streamlining Delegation up to \$75,000 (only seven agencies) pay via CV up to \$25,000.

QPA RELEASES \$1 up to streamlining delegation to pay via claim voucher – Enter as catalog item (some contracts still require special request) and expedite to a PO. Approve, budget check, print, and dispatch the Indiana QPA Release PO and either mail or fax your order to the vendor. Pay via claim voucher upon receipt of good/service and correct invoice.

QPA RELEASES ABOVE streamlining delegation to pay via claim voucher - Enter as catalog item (some contracts still require special request) and expedite to PO. Print the Indiana QPA Release PO, sign, and submit to IDOA Procurement for completion of processing. IDOA will approve the PO, budget check, dispatch, and transmit the QPA Release PO electronically to Auditor of State's office for encumbrance. These payments will be made against the encumbered PO at the Auditor of State's office.

PURCHASES LESS THAN \$500 OUTSIDE OF QPA'S – No competition required by statute. SDO purchases do not have to be entered at this time. More instruction/guidance will come with future phased roll-out.

REQUISITIONS \$500 up to streamlining delegation to pay via claim voucher – Enter as special request, copy to RFQ, process RFQ, enter vendor responses, award vendor, create PO. Approve, budget check, print, and dispatch the Indiana Purchase Order and either mail or fax your order to the vendor. Pay via claim voucher upon receipt of good/service and correct invoice.

REQUISITIONS ABOVE streamlining delegation to pay via claim voucher – Enter as special request, copy to RFQ, process RFQ, and enter vendor responses. Print out requisition, sign and submit requisition and all vendor responses to IDOA Procurement for further processing. Include your recommendation for award, just as you always have. IDOA Procurement will award to vendor, create the PO, approve, budget check, print, and dispatch the Indiana Purchase Order and transmit the Indiana Purchase order electronically to Auditor of State's office for encumbrance. These payments will be made against the encumbered PO at the Auditor of State's office.

PERSONAL AND PROFESSIONAL SERVICE CONTRACTS – ANY DOLLAR AMOUNT – Do not require entry at this time UNLESS the agency wishes to have funds encumbered for the contract. These payments will be made against the encumbered PO at the Auditor of State's office.

HOW TO GET IDOA APPROVAL ON PURCHASE ORDERS: If you have a PO that requires IDOA Approval, and it is not indicated above that printed document(s) must be submitted to IDOA, you must email a group in our office and the first available will approve the PO and respond so that you know it is ready. There is NO WORKFLOW in place at the Purchase Order level that notifies us that your PO is awaiting approval. Once PO workflow is in place, the mail notification from you should not be required.

Email all of the following individuals and first available will assist. Also include the information listed below in your email.

kevans@idoa.state.in.us
bwoods@idoa.state.in.us
tcarr@idoa.state.in.us
mwilson@idoa.state.in.us

Include:
Type of PO (PEN, Personal/Professional Service, etc.)
Vendor Name
Dollar Amount of contract, if a contract, or PO
Business Unit (agency number)
Purchase Order Number

03/20/2004